



ASSIST™ Technical Guide for Kentucky Schools

Completing Reports within ASSIST

About This Guide

This guide has been developed specifically for Kentucky Schools. It provides an overview of the AdvancED® Adaptive System of School Improvement Support Tools (ASSIST™) and step-by-step instructions for building and submitting reports in ASSIST.

ASSIST is designed to guide and streamline the improvement planning process and help eliminate duplication of effort.

Learn more at:
www.advanc-ed.org



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Accessing ASSIST

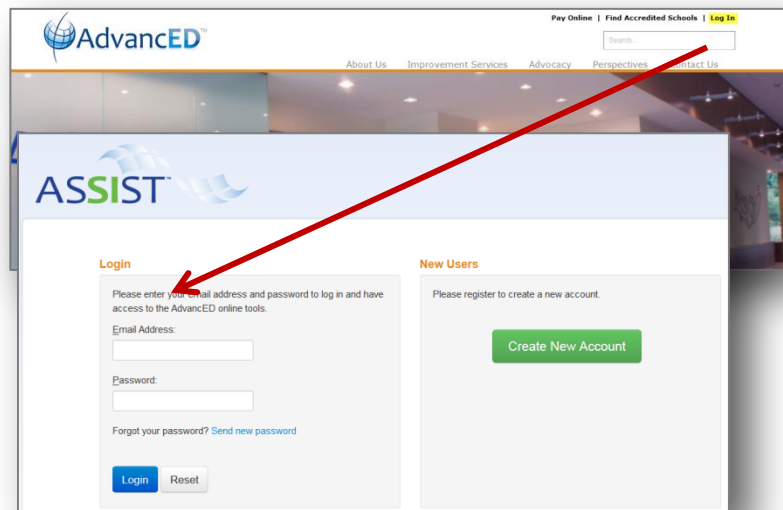
To directly access ASSIST, visit www.advanc-ed.org and select **Log In** or also navigate directly to the login page at www.advanc-ed.org/assist.

Enter your email address and password.

NOTE: This is the same email address and password you use to access the School Improvement Management System.

To create a new account, please contact your state department administrator (Ginger Kinnard-ginger.kinnard@education.ky.gov) to have a user account created and user permissions assigned.

If you don't remember your password, select **Send New Password** link and enter your email address.



Getting Started

The reports due are displayed on the **Portfolio Overview** page along with the report's due date. Selecting the report name will display the specific components required for your school's submission.

Portfolio			
Overview			
Select the school year to expand the list of all associated documents for that period.			
Select a document for additional details and to begin or continue your work.			
2014-2015 School Year			
Days Past Due	Due Date	Status	Document
	October 1, 2014	Not started	Closing the Achievement Gap

Select the document name to view the document details required for submission.

Viewing ASSIST Document Details

The **Document Details** page identifies the components that must be included for the report's submission.

The **Components** column identifies what needs to be submitted. This column is blank when nothing has been attached.

Review the list of diagnostics that need to be completed by your school, and select the pencil icon within the **Components** section to create or select a **Diagnostic** and **Goals and Plans**.

Portfolio

Closing the Achievement Gap (Not started)

Add each component to this report. When all necessary components are complete, select the Submit button at the bottom of the screen.
This document is due on **Oct 1, 2014**

Required
All components in this section must be completed before the document can be submitted.

Section	Template	Components	Complete
Diagnostic	KDE Closing the Achievement Gap		<input checked="" type="checkbox"/>
Goals and Plans			<input checked="" type="checkbox"/>

Additional
In some cases you must select at least one component from this list before the document should be submitted.
None

If no components have been started, select **Create a New KDE Closing the Achievement Gap** button. Any component with the check box marked will be added to your report.

Portfolio | Profile | Diagnostics & Surveys | Assurances | Goals & Plans | Reviews | Progress

Portfolio

Closing the Achievement Gap (Not started)

Add each component to this report. When all necessary components are complete, select the Submit button at the bottom of the screen.
This document is due on **Oct 1, 2014**

Required
All components in this section must be completed before the document can be submitted.

Section	Template	Components	Complete
Diagnostic	KDE Closing the Achievement Gap		<input checked="" type="checkbox"/>
Goals and Plans			<input checked="" type="checkbox"/>

Additional
In some cases you must select at least one component from this list before the document should be submitted.
None

Manage Document Components

Diagnostic | KDE Closing the Achievement Gap

Check those components to be included in this document.

- ☒ Create a New KDE Closing the Achievement Gap
- ☐ 14-15 KDE Closing the Achievement Gap

Save Selection **Cancel**

When on the diagnostic page, select **(Edit)** to give the component a unique name with a date to differentiate reports from year to year. Select **Update** when complete.

The screenshot shows a web interface for editing a diagnostic. At the top, the title 'KDE Closing the Achievement Gap' is displayed in orange. Below it is a link '« Back to Diagnostics'. The main heading 'KDE Closing the Achievement Gap (Edit)' is followed by a paragraph of text. An 'Edit Information' modal is open, showing a 'Description' field with the text '14-15 KDE Closing the Achievement Gap'. Below the field is a note: 'Use this field to distinguish the diagnostics you create from one another'. At the bottom right of the modal are 'Update' and 'Cancel' buttons.

Completing a Diagnostic

All diagnostics in ASSIST have a similar format for ease of use. Regardless of which diagnostic your school is completing, the navigation and page layouts almost are identical.

Blue section headings are provided for each section within the diagnostic. Green progress bars provide a visual of section completeness.

Select the section heading to view and/or respond to the items within each section.

The screenshot shows the completion page for the '14-15 KDE Closing the Achievement Gap' diagnostic. The title is '14-15 KDE Closing the Achievement Gap (Edit)'. The main text area contains several paragraphs of text, including a definition of 'Achievement gap' and a list of 'Resources for the completion of this diagnostic are: School Report Card, CITS, TELL Kentucky Survey'. Below this is a 'Please Note' section. The 'Achievement Gap Groups Identification' section shows '1 of 1 items are answered' with a green progress bar and a checkmark icon, followed by the text 'All required items complete'. The 'Achievement Gap Summary' section shows '0 of 5 items are answered'.

A list will show the required items within each section. Items without a check mark have not received a response, whereas those with a check mark have. It is important to review all responses prior to completion.

You can return to the **Diagnostic Summary** to view a different section or overall progress.

Select an item with the **Respond** link.

Achievement Gap Summary

[Back to KDE Closing the Achievement Gap](#)

Review your school's Comprehensive School Improvement Plan (CSIP) to assist with responding to the below diagnostic items. The school's teachers, leaders, and other stakeholders should be communicated with and included in the conversation to respond to the diagnostic questions and the school's progress to close the achievement gap.

✓ Denotes an answered response

Summary of all responses

Respond	✓	Describe the school's climate and culture.
Respond		Describe the strategies that were implemented that helped to close the achievement gap.
Respond		Describe the barriers that prevented the school from closing the achievement gap.

Each item in the diagnostic requires a response.

You may be required to enter a narrative text response, a multi select option or select your goals, strategies and activities. Examples of all three question types are shown to the right and below.

[Back to Achievement Gap Summary](#)

1b. Describe the strategies that were implemented that helped to close the achievement gap.

Type your response here

At any time you can return to the **Section Summary** to view a different item or overall diagnostic progress.

< Back Next >

Respond

[Back to Achievement Gap Groups Identification](#)

Use the School Report Card to identify your school's gaps groups. Select all that apply.

Select all that apply.

<input type="checkbox"/>	African American
<input type="checkbox"/>	Hispanic
<input type="checkbox"/>	Native American
<input type="checkbox"/>	With Disability
<input type="checkbox"/>	Free/Reduced Price Meals
<input type="checkbox"/>	Limited English Proficiency
<input type="checkbox"/>	All Students
<input type="checkbox"/>	Male
<input type="checkbox"/>	Female
<input type="checkbox"/>	White
<input type="checkbox"/>	Asian

Other (please specify)

Respond

[Back to Achievement Gap Diagnostic](#)

2a. Describe how data are used to inform your school/district's improvement plan to address the achievement gap.

Select the Strategie(s) and Activite(s) that address this question (required). You may also create an optional narrative to accompany your response.

☒ Optional Narrative

Show/Hide Excluded

<input checked="" type="checkbox"/>	Goal	ACES 3rd through 6th grade students will increase K-PREP math score proficient and distinguished rates.
<input checked="" type="checkbox"/>	Objective	60% of Third, Fourth, Fifth and Sixth grade stu...
<input checked="" type="checkbox"/>	Strategy	Intentional, focused and planned math instruction
<input checked="" type="checkbox"/>	Activity	Curriculum alignment
<input checked="" type="checkbox"/>	Activity	...
<input type="checkbox"/>	Goal	Achieve...
<input type="checkbox"/>	Objective	59% of Pre-K, K...
<input type="checkbox"/>	Strategy	Innovation
<input type="checkbox"/>	Activity	Common Assessm...
<input type="checkbox"/>	Activity	Learning Checks
<input type="checkbox"/>	Activity	Tracking Folders

If given a goal question, select the **Activity** from the goal tree that most accurately answers the question. If no goals exist, use the **Goal** tab to create a new **Goal**, **Objective**, **Strategy** and **Activity**.

< Back Next >

Once the item has a response, select **Next**.

ASSIST automatically takes you to the next item in the diagnostic.

Spellcheck is not provided in ASSIST, but some browsers (e.g., Firefox® and Safari®) highlight spelling and punctuation errors.

Respond

[Back to Achievement Gap Summary](#)

1b. Describe the strategies that were implemented that helped to close the achievement gap.

Spell check is only available in certain browsers...

You can copy and paste text from a text editor or Microsoft Word document. ASSIST does not support special formatting, images or tables.

Back Next >

Complete all questions in the diagnostic and confirm completion by selecting the **Yes Complete** button.

Achievement Gap Summary

5 of 5 items are answered | All required items complete

Achievement Gap Diagnostic

4 of 4 items are answered | All required items complete

Stakeholder Engagement and Collaboration

1 of 1 items are answered | All required items complete

PDF Complete Delete

Complete Diagnostic

Are you sure you wish to complete this Diagnostic?

Yes Complete Cancel

14-15 KDE Closing the Achievement Gap (Edit)

Pursuant to KRS 158.649 reporting requirements for Achievement gap shall be October 1 of each year, the local board of education shall hold a public meeting to present and discuss the plan for closing the achievement gap prior to the submission to the superintendent and local board for review. The local board of education shall review, in a public meeting, the portion of each school's Comprehensive School Improvement Plan (CSIP) addressing the activities and schedule to reduce achievement gaps if a district has more than 20 schools. This can be a consolidated district report in accordance to KRS 160.340 (3)(b).

Achievement gap means a substantive performance difference in each of the tested areas by grade level of the state testing system between the various groups of students including male and female students, student with and without disabilities, student with and without English proficiency, minority and non-minority students, and students who are eligible for free and reduced-price meals and those who are not eligible for free or reduced-price meals.

Addressing Achievement gap in schools and districts is a communicative and collaborative effort between district and school leaders, teachers, parents, community members and leaders, students and the Kentucky Department of Education. The use of data from various resources available to schools and districts allows districts and schools to review, monitor and track student performance in each of the Achievement gap areas. Not only shall the focus be on the performance of students, but the contributing factors of ensuring that teachers are provided with the professional learning resources and opportunities that foster student success. District and school leaders are aware of working conditions to ensure climate and culture are a positive contribution to fostering student and teacher success.

Resources for the completion of this diagnostic are:

[School Report Card](#)

[CITS](#)

[TELL Kentucky Survey](#)

Please Note: In some cases, all items may not be required.

The diagnostic you are attempting to access had already been completed and you cannot make changes to its contents. The diagnostic needs to be reopened before you can access it.

PDF Reopen Delete

Select **Reopen** to make additional changes to the diagnostic prior to submission, if necessary.

Goals and Plans

Once you have built goals for *Closing the Achievement Gap*, you can use the **Progress Note** functionality to track implementation.

To begin, select the **Goal** for which you would like to track progress from the **Goals & Plans** overview page.

From the **Goal Details** page, select **Action** for the component in which you would like to add a **Progress Note**. Select **Add Progress Note** from the menu. **Progress Notes** can be added at all levels of the goal.

The screenshot shows the 'Goal Details' page with a summary: 'This goal has 3 objectives, 5 strategies and 5 activities.' Below this is a list of goal components. The first component is a 'Goal' with the text 'All students will improve in reading comprehension', 0 notes, and an 'Action' dropdown. A red arrow points from this dropdown to a context menu that appears. The menu options are: 'View', 'Edit', 'Add Strategy', 'Add Progress Note' (highlighted in blue with a mouse cursor), and 'Delete' (with a trash icon).

Component Type	Text	Notes	Action
Goal	All students will improve in reading comprehension	0 notes	Action ▾
Objective	100% of First, Second, Third, Fourth and Fifth ...	0 notes	Action ▾
Strategy	Reading in the Content Area	0 notes	Action ▾
Activity	Content Area Reading Strategies	0 notes	Action ▾

Type your comment in the pop-up window. You can add an additional progress status at the measurable objective and activity levels.

Measurable Objective: Met or Not Met

Activity: In Progress, Complete, Not Completed or Not Applicable

Provide the desired comment and/or progress status and select **Save**.

The 'Add Progress Note' window shows the 'Objective' '100% of First, Second, Third, Fourth and Fifth grade students w...'. Under 'Progress Status', there is a dropdown menu with 'Met' selected. The dropdown list also shows 'Choose...', 'Met', and 'Not Met'. Below the dropdown is a text area for comments. At the bottom right are 'Cancel' and 'Save' buttons.

Add Progress Note

Objective 100% of First, Second, Third, Fourth and Fifth grade students w...

Progress Status

Met ▾

Choose...

Met

Not Met

Cancel Save

Next, go to the **Plans** tab and select **Create a Plan**. Be sure to give the plan a unique name to differentiate it from previous plans that have already been created. Select the **Goals** you want to include in the plan. Selecting at the goal level automatically selects all **Objectives**, **Strategies** and **Activities** within the Goal. Selecting at a lower level, such as the **Activity**, allows for only that specific **Activity** and its related **Strategy**, **Objective** and **Goal** to be included in the plan.

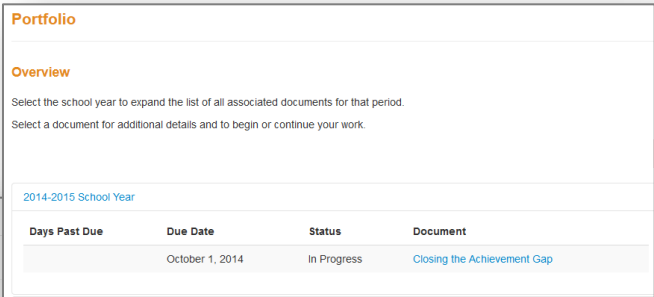
The screenshot shows the 'Goals & Plans' interface with a modal titled 'Create or Edit Plan'. The modal has a 'Name' field with the value 'Closing The GAP Plan'. Below it is a 'Description' field. A section titled 'Select Goal thread(s) to include in Plan' contains a list of goal threads with checkboxes. The list includes two goals: 'ACES 3rd through 6th grade students will increase K-PREP math score proficient and distinguished rates' and 'Achievement/Gap/Growth in Reading'. Each goal has associated objectives, strategies, and activities. At the bottom of the modal, there is a checkbox for 'Include progress notes for the goals selected' and 'Save' and 'Cancel' buttons.

The screenshot shows the 'Portfolio' interface with a modal titled 'Manage Document Components'. The modal has a 'Goals and Plans' section with a checkbox for 'Closing The GAP Plan' which is checked. There are 'Save Selection' and 'Cancel' buttons at the bottom of the modal. The background shows a 'Portfolio' page with a 'Closing the Achievement Gap (In Progress)' report and a 'Required' section.

Select **Save** and return to the portfolio. Attach the plan in the same manner that you attach the diagnostics by selecting the pencil icon. Select the appropriate plan and then save the selection.

Submitting Reports

Select the **Portfolio** tab at the top of the page and open the report you want to submit.



Portfolio

Overview

Select the school year to expand the list of all associated documents for that period.
Select a document for additional details and to begin or continue your work.

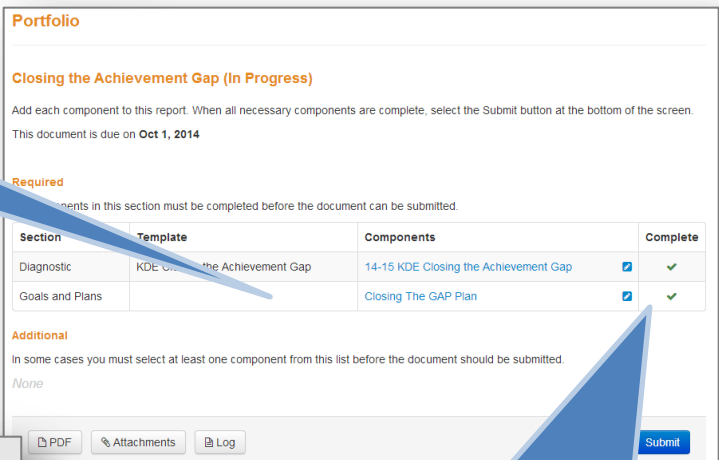
2014-2015 School Year

Days Past Due	Due Date	Status	Document
	October 1, 2014	In Progress	Closing the Achievement Gap

Select the pencil icon in the **Components** column. This opens a window that allows you to select the component to attach by checking the box and selecting **Save Selection**.

The **Component** name now appears in the **Components** column. Select the name to view/edit the diagnostic results.

Once all of the completed components have been added to the report, select **Submit** and confirm submission.



Section	Template	Components	Complete
Diagnostic	KDE Closing the Achievement Gap	14-15 KDE Closing the Achievement Gap	<input checked="" type="checkbox"/> ✓
Goals and Plans		Closing The GAP Plan	<input checked="" type="checkbox"/> ✓

All complete **Components** have a check mark in the **Complete** column.

Note: You can view a PDF of the complete document at any time during the process by clicking the **PDF** button at the bottom of the page. The PDF will be shown as **DRAFT** until it is submitted.

Once the report is submitted, it can be reopened by the the appropriate designated party at the Kentucky Department of Education at any time for changes and resubmission.

Comments are required any time a report is reopened. A comment log, history of document submission dates and users can be viewed by selecting **Log**.

Each time a report is submitted, a copy of the document is archived. You always can open an archived document to view a previously submitted version.

Once the report has been submitted it requires the review and approval at the district level to complete the process as required in Kentucky Revised Statute 158.649.

The screenshot shows a web interface for 'Closing the Achievement Gap (Submitted)'. A modal window titled 'Log' is open, displaying a table of submission history. The table has columns for Date, User, Action, Comment, and Attachment. The log shows three entries, all from July 7, 2014, by Melissa Adelman. The first and third entries are 'Submit', while the second is 'Reopen' with a comment 'need to review'. Below the table is a 'Close' button. The background interface includes a 'Success!' message, a 'This document is due on Oct 1, 2014' notice, and buttons for 'PDF', 'Attachments', 'Log', 'Reopen', and 'Approve'. A 'History' section at the bottom lists the submission dates and times.

Date	User	Action	Comment	Attachment
July 7, 2014	Melissa Adelman	Submit		
July 7, 2014	Melissa Adelman	Reopen	need to review	
July 7, 2014	Melissa Adelman	Submit		

History

- July 7, 2014 2:41 PM
- July 7, 2014 2:40 PM